

**CHIEF OF ADMINISTRATION**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position in the fire service. The primary duties and responsibilities include managing the Training and Emergency Medical Services Divisions within the fire department. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, human resources, administration, planning and research, and records and reports. The Chief of Administration works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of one fire department function or division. Supervises department employees by assigning work schedules, discussing work performance, and resolving complaints and grievances. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Sets goals, objectives, and management policies for the department. Participates in the research and planning for programs and activities of the department. Maintains discipline by counseling or recommending disciplinary action against subordinates.

Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Participates in conferences, conventions, and other educational meetings. Gives reports, offers advice, makes recommendations, and monitors local trends that may affect the fire service when attending all meetings required by the local governing authority. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Oversees the fire department's incident safety program and compliance with established safety procedures during fire ground operations and other emergency incidents. Receives reports from and conducts post-incident analysis with the Training Officer and/or other on-scene officers. Recommends additional training as needed to correct problem areas. May perform the function of incident safety officer in the absence of the Training Officer. Manages and directs the operations of fire department emergency services. Reviews and evaluates emergency medical services and contributions made by the different service elements, in order to

determine appropriateness of procedures, and to recommend changes in standard operating procedures. Researches modern methods of emergency medical work, modern fire fighting methods, administrative practices, and any local situations which the division may be called upon to respond. Supervises fire suppression personnel operating emergency medical vehicles or providing emergency medical care. Determines which patients are to be identified as priority patients at the emergency scene. Observes and documents the effects of medication administered to individuals and monitors any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients. Studies new laws, drug reference literature, precautions, techniques, and paracological information relating to emergency medical services in order to incorporate such into the operations of the fire department.

Manages the operations of the Training Division. Supervises positions comprising fire department training classifications, such as Fire Training Officer. Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Personally trains by conducting training in the classroom, drills and revolutions, and informal or "on-the-job" training for new employees. Conducts training in basic and advanced fire fighting.

Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required. Supervises preparation and maintenance of records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and ground, and other related property. Plans and organizes departmental operations having to do with equipment and apparatus. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished.

Purchases equipment and supplies, keeping such purchases within the established budget. Maintains inventory of supplies and equipment for the department. Orders and distributes supplies and equipment to department personnel as required for the department. Maintains inventory of all medical supplies needed on emergency medical vehicles.

Compiles and organizes data needed for reports. Reviews incident

reports written by fire suppression personnel to determine if further action on the incident should be taken by fire prevention personnel. Investigates all accidents involving department equipment or personnel; determines causes and makes recommendations on procedure to avoid future accidents.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have five (5) years experience as a full time firefighter with a paid fire department, three (3) years of which must include supervisory experience.

Must possess certification as an Emergency Medical Technician - Basic.